

City of Yakima, Washington
Department of Community and Economic Development
Planning Division
129 North Second St
Yakima, WA 98901
(509)575-6183
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SITE PLAN INSTRUCTIONS & CHECKLIST

A DETAILED SITE PLAN IS REQUIRED. On August 8, 1996, the City Council passed a resolution (No. R-96-9 1) adopting a requirement that all site plans submitted in conjunction with my building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Division Manager. The required information for the site plan is on a checklist and is enclosed in this information packet. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate site plan is submitted.

- 1) **USE INK.** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **USE A STRAIGHT EDGE.** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 3) **DRAW TO SCALE.** Site plans shall be drawn to scale. The site plan template has a suggested map scale of 1 map inch equaling 20 feet on the ground. Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **USE SITE PLAN CHECKLIST.** Use the site plan checklist and provide all applicable information on the site plan.
- 5) **FILL IN INFORMATION ON SITE PLAN TEMPLATE.** Complete all information requested on the bottom of the site plan template. If you use a different medium, provide the requested information on the alternative paper.

Note: You may benefit from the aid of a professional in the preparation of a site plan.

SITE PLAN CHECKLIST

Please complete this checklist and include with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be so noted. Please contact Planning Staff should you have any questions.

Check all boxes as: Included or Not Applicable

- ? 1. The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Class (1) projects and 11" X 17" for Class (2) and Class (3) projects.
- ? 2. All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
- ? 3. Site address, parcel number(s) and zoning designation of subject property.
- ? 4. Property boundaries and dimensions.
- ? 5. Names and dimensions of all existing streets bounding the site.
- ? 6. Dimensions, location and use of proposed and existing structures.
- ? 7. Structure setbacks.
- ? 8. North Arrow.
- ? 9. Lot coverage with calculations shown on site plan.
- ? 10. Location and size of any easements.
- ? 11. Location and type of existing and proposed landscaping including landscaping located within the public right-of-way.
- ? 12. Location and size of existing and proposed side sewer and water service lines.
- ? 13. Adjacent land uses and zoning designations.
- ? 14. Location and size of all parking spaces shown on the site plan.
- ? 15. Location and dimensions of proposed or existing driveway approaches.
- ? 16. Vision clearance triangles at street intersections (80-feet) and where driveways and curb cuts intersect with streets (15-feet).
- ? 17. Location and size of proposed or existing signs.
- ? 18. Location and size of required site drainage facilities including on-site retention.
- ? 19. Location, type and description of required site screening.
- ? 20. Location and size of existing or proposed public sidewalks that are within 200-feet and on the same side of the street as subject property.
- ? 21. Location and size of proposed and existing loading docks.
- ? 22. Proposed improvements located within the public right-of-way.
- ? 23. Name, address, phone number and signature of the owner or person responsible for the proposed project.

Note: Planning Division or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the YMC and other laws and regulations. **Revised 5-01**

